



Business Card Order Form

Leading Health Care In The 21st Century

Jonathan H. Doe
Vocational Rehabilitation Specialist

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Jonathan.Doe@med.va.gov

Visit Our Network Web Site
<http://www.va.gov/visns/visn02/>

For 24 Hour Patient Care Information
Call Telcare Toll-Free
1-888-838-7890

Please PRINT CLEARLY the following information that will appear on your business card.
(First five boxes are standard information.)

Price Guide

(Circle quantity requested)

250 \$30
500 \$35
1,000 \$39
1,500 \$43

Name

Title

Facility

Street Address

City, State, Zip

Up to three lines of information can be added to the lower right corner.
Information may vary, but recommended items include:

Phone

Fax

E-mail Address

1. Printing requests are approved by, and sent through your local Care Line Manager.
2. After your order is typeset, you will receive a proof via MS Exchange for your approval. Please make sure all words and numbers are spelled and entered correctly. Please return the proof promptly.
3. Please allow 2-4 weeks for delivery after approval of final proof. Shipping will be to above unless otherwise indicated.
4. **FAX** completed form to: **(607) 664-4893** **OR mail to:** Network Print Shop
VA Healthcare Network Upstate New York at Bath
MS/137/78/112, Bath, NY 14810

Network Print Shop Contact Information

Kathleen Laughlin, Richard Carpenter, *Print Management Specialists*
Phone: (607) 664-4851 or (607) 664-4852
Fax: (607) 664-4893
E-Mail: visn2printshop@med.va.gov
Intranet: <http://vawww.visn2.med.va.gov/bath/graphicarts/index.html>

Billing Information

Care Line/Service Line: _____ Date: _____
CL/SL Manager's Signature: _____
Bill to: (Name and FCP) _____

